

INSTRUCTIONS FOR PRE-PLATE/PRE-PORTIONED VENDED/SATELLITE PRODUCTION RECORD FOR SMI REVIEW WEEK

1. **Site Name** - Record the name of the site or school.
2. **Date** - Record the date.
3. **Grade Group(s)** – Indicate the appropriate grade group used for meal planning at the school/site. Select from the chart below. (Do not indicate grade levels of enrolled students at the school/site.)
 - **Note:** If serving all children the same portion size (i.e. K-8 school), the higher grade grouping (7-12) must be used for all grades when planning menus.
 - If only one grade group is used, enter once and use an arrow down (↓).

Lunch		
Enhanced Food Based (Option 3)		*Traditional Food Based* (Option 4)
Preschool (if applicable)		4-12
K-6		K-3 (Optional)
7-12		Preschool (if applicable)
K-3 (Optional)		
<i>*Only for school food authorities (SFA's) with prior approval from state agency.</i>		
Breakfast		
	All Options	
	Pre-school (if applicable)	
	K-12	

4. **Meal Type** - Check off meal type (breakfast or lunch).
5. **Total Number of Reimbursable Meals Served** – Record the total number of reimbursable meals served for breakfast or lunch.
6. **Menu Item** - List each menu item offered as part of the reimbursable meal. When two menu items are packaged together (i.e. Grilled Cheese Sandwich/Tater Tots-6503), enter each menu item on a separate line. Include condiments.
7. **Pre-Plate Product #** - Indicate the product number assigned by the vendor to the menu item listed. Example: Grilled Cheese Sandwich/Tater Tots--#6503 (enter 6503 on each line for both Grilled Cheese and Tater Tots), Chilled Peaches--#2516.

If pre-portioned meals (i.e. bag lunch) are sent from a central kitchen, indicate a recipe number instead of a product number.

8. **Portion Size** – For each menu item, record the portion size. Example: 1 sandwich, 1/2 cup tater tots, 1/2 cup peaches. If different portions are planned for different grade groups, list on separate lines.
9. **Number of Portions Prepared** - For each menu item, record the number of portions prepared.
10. **Number of Portions Leftover** - For each menu item, record the number of portions leftover.
11. **Number of Portions Used** - For each menu item, record the total number of portions used.

$$\begin{array}{rcccl} \text{Number of} & & \text{Number of} & & \text{Number of} \\ \text{Portions Prepared} & - & \text{Portions Leftover} & = & \text{Portions Used} \\ (9) & & (10) & & (11) \end{array}$$

12. **Number of Portions Used (Reimbursable/Non-Reimbursable)** – For each menu item, record the number of portions that were actually served to students as part of the reimbursable meal AND the number of non-reimbursable portions served. Non-reimbursable is defined as portions sold a la carte to students or adults and/or second portions sold or given away.

To determine a la carte sales:

- Use cash register keys;

- OR -

- Observe serving line(s) each day and manually record the number of non-reimbursable portions.

- OR -

- Instruct cashier to determine number of a la carte portions based on knowledge of student purchases.

Note: The total number of reimbursable and non-reimbursable portions must equal the figure entered in column 11: Number of Portions Used.

13. **Total Milk Usage** - Record, by type, the total number (reimbursable AND non-reimbursable) of 8 ounce portions or ½ pints of milk used.
14. **Prepared by** – Record the name of the person completing the production record.

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